

Defense Cost and Research Center

CSDR Submit-Review Website
Submitter Guide

8/1/2014





Submitter Training

CSDR CAPE

- The following document provides step-by-step screenshots to illustrate the major actions performed by Submitters in the CSDR-SR system:
 - [Obtaining an ECA Certificate](#)
 - [Requesting a DCARC account](#)
 - [Logging in to the CSDR Submit-Review system](#)
 - [Upload Home Overview](#)
 - [Submitting Excel Cost Reports](#)
 - [Submitting XML Cost Reports](#)
 - [Submitting Software Reports and CWBS Dictionaries](#)
 - [Viewing CSDR Plans](#)



Obtaining an ECA Certificate



Obtaining an ECA Certificate

D&D CAFE

- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.
- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors please visit the ECA PKI Program Website at:
<http://iase.disa.mil/pki/eca/index.html>



Requesting a DCARC Account

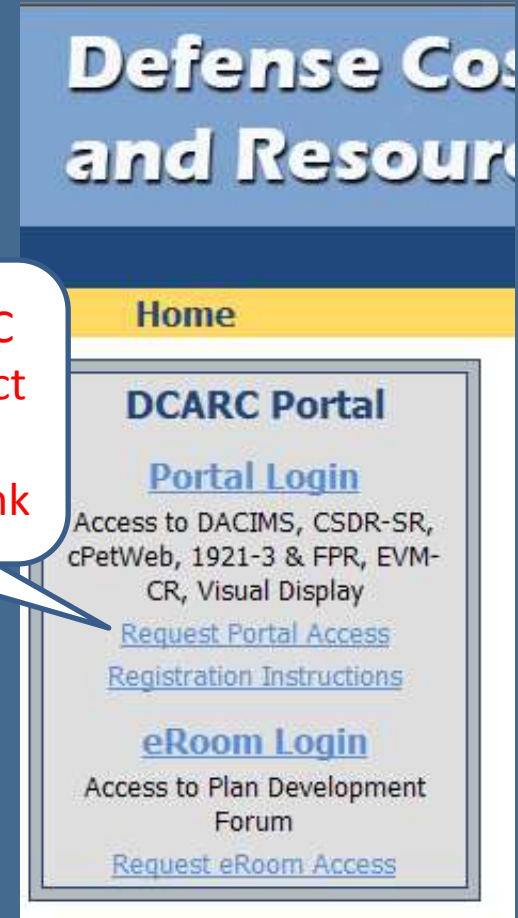


Requesting a DCARC Account

OSD CAPE/DCARC

- <http://dcarc.cape.osd.mil>
To request a DCARC Portal account, select the “Request Portal Access” link.
- If you already have a DCARC Portal account, you do not need to register for a new account. Please contact DCARCSupport@Tecolote.com for assistance.

From the DCARC Home page select the “Request Portal Access” link





Account Registration

OSD CAFE/DCARC

- Create a username and password and fill out the user profile.
- When completing the account request form, request the “CSDR-SR Submitter” role.
- Click “Submit” to begin account approval process.

Knowledge Portal DCARC CAPE

PORTAL HOME MY DASHBOARD ADMIN REPORTS SEARCH MY ACCOUNT

DCARC Registration

Register For DCARC Access

Username:

E-mail:

Password:

Confirm:

[Note: This site requires a strong password. Click the question mark for instructions.](#)

Profile Information

Please complete the following profile information to complete the registration process.
Also select the roles you wish to have for each of the applications listed below.

Personal Details

Name:

Username:

First Name:

Last Name:

E-mail:

Organization:

MOAP/Program:

Phone: Ext:

Role 1: Ext:

Role 2: Ext:

DSN:

Pager:

Service Affiliations (Assigned By Administrator)

All ☐ Specific ☐

Address

Address:

Address2:

City:

State / Region:

Zip / Postal Code:

User Type And Security References

User Type:

Citizenship:

Supervisor E-mail:

Supervisor: Phone:

Security Officer: Phone:



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Logging into CSDR-SR System



Logging into CSDR-SR System

DSD CAPE/DCARC

- After logging in, select the CSDR-SR link.
- If you have an EVM-CR account and did not have to request a new account, select the “Request Application Roles” link to add the CSDR-SR Submitter role to your account.

Select the “CSDR-SR” link

Select the “Request application roles” link to add “CSDR-SR Submitter” role

Knowledge Portal Home

PORTAL HOME MY ACCOUNT

Knowledge Portal Home

CSDR Applications

- CSDR-SR
- 1921-3 & FPR

EVM Applications

- EVM

Account Actions

- [Change your password](#)
- [Update your profile](#)
- [Request application roles](#)
- [EVM-CR New Contract Form](#)
- [Transfer file\(s\) to the DCARC Help Desk](#)

This system handles UNCLASSIFIED cost data



Logging into CSDR-SR System

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- Select the Upload Home tab to continue:

Select "Upload Home" to access submissions

Knowledge Portal

DCARC
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PORTAL HOME CSDR-SR HOME **UPLOAD HOME** CONTACT US

Welcome to CSDR-SR

User Guides

[Reviewer Guide](#) - Illustrates to reviewers how to request an account, review/comment on data submissions, view CSDR plans, and review future submission events.

[Submitter Guide](#) - Illustrates to submitters how to request an account, upload documents, and view CSDR plans.



Upload Home Overview



Upload Home: Submission Events

DCAR CAFE/DCARS

- On the “Upload Home” page, select the “Upload” option on the right side of the table to begin uploading files for a given submission event.
- If you have submissions due within the next 60 days that are not showing up, please contact the Lead Reviewer from your government Program Office.

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PORTAL HOME CSDR-SR HOME **UPLOAD HOME** CONTACT US

Upload Home
(*** CSDR-SR Data Only, No EVM Data ***)

Submission Events Assigned Contracts Submissions in Progress Rejected Submissions Submission History Contract Request

Submission Events

Date Range: All Program: All Programs
Submission Stage: None Contract: All

Event Name	Expected Files	Expected As Of Date	Expected Submission Date	Prime Contract Number	Task	Plan Number	Program Name	Submission ID	Submission Status	Submission Stage	Process
Initial CWBS Submission	CWBS Mapping, CWBS Dictionary	5/30/2014	7/10/2014	A99XYZ-08-B-1234	Testt	A-09-F-C1	Demo Program		Late		Upload
Initial Report	1921, 1921-1, 1921-2	5/30/2014	7/10/2014	A99XYZ-08-B-1234	Testt	A-09-F-C1	Demo Program		Late		Upload
Initial Software Development Report	SRDR Initial Report	5/30/2014	7/10/2014	A99XYZ-08-B-1234	Testt	A-09-F-C1	Demo Program		Late		Upload


Select “Upload” to begin the submission process



Upload Home: Assigned Contracts

DCARC CAPE/DCARC

- The “Assigned Contracts” tab shows the Submitter which contracts they are assigned to in the Submit-Review website.
- If a contract that you are required to submit reports for is not listed here, click on the “Contract Request” tab:

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PORTAL HOME CSDR-SR HOME U

Upload Home
(** CSDR-SR Data Only, No EVM Data **)

Submission Events **Assigned Contracts** In Progress Rejected Submissions Submission History Contract Request

Currently Assigned Contracts

Prime Contract Number	Plan Numbers	Program Name	Program Manager	Contractor	Contractor Division
A99XYZ-08-B-1234	A-09-F-C1	Demo Program	Demo PM	Prime: Demo Contractor Sub:	Prime: Space Systems Sub:
A99XYZ-12-X-1234	X-12-Y-C1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:

Click on the Prime Contract Number for more information about the contract, approved plans, and submission events



Upload Home: Submissions in Progress

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- The “Submissions in Progress” tab displays the submissions that have either been started, but not submitted, or submissions that have been set back to “In Process: Contractor” by the DCARC Validation Analyst:



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Upload Home

(*** CSDR-SR Data Only, No EVM Data ***)

[Submission Events](#) [Assigned Contracts](#) [Submissions in Progress](#) [Rejected Submissions](#) [Submission History](#) [Contract Request](#)

Submissions currently in progress

Submission ID	As Of Date	Submission Event	Submission Date	Prime Contract Number	Plan Number	Task	Program Name	Program Manager	Contractor	Contract Number	Action
1779	4/18/2014	Initial Report		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1781	4/18/2014	Interim Report 2		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1782	4/18/2014	Interim Report 1		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1783	4/21/2014	Interim Report 3		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1784	4/18/2014	Final Report		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1785	4/23/2014	CWBS Index and Dictionary	6/6/2014	A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload
1838	4/30/2014	Test 6/13		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:	Upload


Click “Upload” to
continue a submission



Upload Home: Rejected Submissions

RSD CAPE/DCARC

- The “Rejected Submissions” tab displays a record of the submissions that have been formally rejected by the Director of the DCARC:


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Upload Home

(** CSDR-SR Data Only, No EVM Data **)

[Submission Events](#)
[Assigned Contracts](#)
[Submissions in Progress](#)
[Rejected Submissions](#)
[Submission History](#)
[Contract Request](#)

Rejected Submissions

Submission ID	As Of Date	Submission Event	Submission Date	Prime Contract Number	Plan Number	Task	Program Name	Program Manager	Contractor	Contractor Division
1746	7/30/2013	Contract Award	8/19/2013	A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:

Upload Home: Submission History

NSD CAFE/DCARC

- The "Submission History" tab displays a historical record of all submissions, in all stages, for the history of the Submitter:

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Upload Home

(*** CSDR-SR Data Only, No EVM Data ***)

Submission Events **Assigned Contracts** **Submissions in Progress** **Rejected Submissions** **Submission History** **Contract Request**

Search Submission History

Submission ID: Contract Number:

Submission Stage: Program:

As Of Date After: As Of Date Before:

Search Submissions

[Hide Search History Criteria](#)

Submission ID	As Of Date	Submission Event	Submission Date	Prime Contract Number	Plan Number	Task	Last Status Date	Last Status Set By	Status	Stage
1861	5/30/2014	Initial Report		A99XYZ-08-B-1234	A-09-F-C1	Testt	7/17/2014	Test CSDRSubmitter	Late Submit	Submitting
1838	4/30/2014	Test 6/13		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	6/30/2014	Test CSDRSubmitter	Late Submit	Submitting
1837	4/30/2014	Test 6/13		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	6/30/2014	Test CSDRSubmitter	Late Submit	Submitting
1785	4/23/2014	CWBS Index and Dictionary	6/6/2014	A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	6/6/2014	James Kirst	Contractor	Submitting
1784	4/18/2014	Final Report		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	4/21/2014	Test CSDRSubmitter	Late Submit	Submitting
1783	4/21/2014	Interim Report 3		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	4/21/2014	Test CSDRSubmitter	Late Submit	Submitting
	4/18/2014	Interim Report 1		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	4/18/2014	Test CSDRSubmitter	Late Submit	Submitting
1781	4/18/2014	Interim Report 2		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	4/18/2014	Test CSDRSubmitter	Late Submit	Submitting
1779	4/18/2014	Initial Report		A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	4/18/2014	Test CSDRSubmitter	Late Submit	Submitting
1746	7/30/2013	Contract Award	8/19/2013	A99XYZ-12-X-1234	X-12-Y-C1	LRIP 1	7/17/2014	Charlotte McIntosh	Rejected	Finalized

Download Results to Excel

Enter Search criteria to locate a specific submission or set of submissions

Click on the Submission ID # to see the details of the historical submission



Upload Home: Contract Request

DCAR CAPE

- The “Contract Request” tab allows a Submitter to enter the Prime Contract Number or CSDR Plan Number.
- Clicking “Send Request” will alert the DCARC Validation Analysts that you need to be added to the contract:

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Upload Home
(*** CSDR-SR Data Only, No EVM Data ***)

Submission Events Assigned Contracts Submissions **Contract Request** Rejected Submissions Submission History

Please enter the contract number of the request. After sending the request, the appropriate authority will review the request and act accordingly.

Contract Number:

Plan Number:

Enter the Contract Number or Plan Number and select “Send Request”



Submitting Excel Cost Reports



Step 1: Submission Info

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Upload Submission

Back Cancel Submission

Step 1 of 5

Instructions
Enter an As Of Date, Name, Phone, and Email address and press the 'Next' button to continue.

Prog: Demo Program Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor Sub:

Submission Info

Contract Information

Contract Summary			
Program Name:	Demo Program	Program URI:	Program Manager:
Contract Number:	A99XYZ-08-B-1234	Contractor Name:	Demo Contractor
Sub Contract Number:		Contractor Division:	Space Systems
Military Handbook:	SPAC	Sub Contractor Division:	
Weapon System Type:	SPAC	Prime/Sub:	Prime

Submission Event:
Plan Number: A-09-F-1234
Submission Event: Initial Rep
Expected Files: 1921
Expected As Of Date: 5/30/2014
Expected Submission Date: 5/30/2014

Submission Details:
As Of Date: 5/30/2014
Status: Late
Comment: (Max 256 chr.)

Point of Contact Information:
Name: Test CSDRSubmitter
Phone: Lorem ipsum
Email: submitter@loci

Next Enter an As Of Date, Name, Phone, and Email address and press the 'Next' button to continue.

Submitter enters the 'As of Date'

Select "Next" to continue

- The Submitter will enter the report 'As of Date'
- Once the POC Information has been verified, select "Next" to continue



Step 2: Upload Files

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Upload Submission

Back | Cancel Submission

Step 2 of 5

Instructions
Note: If you want to validate a 1921, 1921-1 or 1921-2 document, you must upload an xls, xlsx, or xml file. After all the required files are attached, you may press 'Next' to continue.

Prog: Demo P
 Ctr: Demo C

Submission

Select "Browse" to locate file

Identify and tag the "File Type"

Select "Upload" to add the file

Documents Only

Required Files
 1921, 1921-1, 1921-2
 Select a file to Upload
 Caution: The total size of each file must be less than 30 mb.

Browse... Please select a File Type. File Comment: Upload

Uploaded Files

	File Name	File Type	File Comment	Actions
	Demo 1921-2.xls	1921-2		
	Demo 1921-1.xls	1921-1		
	Demo 1921.xls	1921		

Click "Next" to continue

Back Next

Note: If you want to validate a 1921, 1921-1 or 1921-2 document, you must upload an xls, xlsx, or xml file. After all the required files are attached, you may press 'Next' to continue.

- To upload the Excel 1921 reports, select "Browse" to locate the report, select the correct "File Type", and click "Upload"
- Click "Next" to continue



Step 3: Validate and Create Data Report

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Upload Submission

Back Cancel Submission

Instructions
Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data" and identify the data set in "Name Data Set", then select "Validate" to check if the report has been generated.

Prog: Demo Program
Ctr: Demo Contractor

Submission Info File **Validation**

Your data report should be generated shortly. Thank you for your submission.

Select Validation Options

1921 Demo 1921.xls
1921-1 Demo 1921-1.xls
1921-2 Demo 1921-2.xls
Contract Plan Number A-09-F-C1

Validate ☒ Group Reports & View Data Name Data Set: Initial Report

Submission Event
Submission Event Number: 2
Submission Event Name: Initial Report
Assigned Plan Number (xml): A-09-F-C1
Assigned Plan Number (xls):

Working Files

	File Name	File Type	Created
	XMLValidationResults_Combined_1921 & 1921-1 & 1921-2.xls	Validation Results	7/17/2014 10:13:29 AM
	Demo 1921-2_Visual Validation.xls	Validation Results	7/17/2014 10:13:29 AM
	Demo 1921-1_Visual Validation.xls	Validation Results	7/17/2014 10:13:29 AM
	Demo 1921_Visual Validation.xls	Validation Results	7/17/2014 10:13:29 AM

Back Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data" and identify the data set in "Name Data Set", then select "Validate" to check if the report has been generated.

All Reports Export Table to Excel

1921 Count	1921-2 Count	
2	0	X
0	0	X
0	0	X

Submitter ensures that the correct files are listed in the drop-down menu

Submitter checks "Group Reports & View Data", enters the name of the submission for "Name Data Set", then clicks "Validate"

Submitter reviews the cPet Validation Error Report and Visual Validation Files before moving forward

- Submitters must generate CCDR Data Report prior to submitting reports
- If the submission event requires multiple sets of 1921, 1921-1, and 1921-2 reports, a CCDR Report must be generated for each data set. For example, the report names could be: "Variant 1" and "Variant 2"

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cPet Validation Error Report

1921 Visual Conversion Results

[illegible][illegible]

PROGRESS CURVE REPORT										Form Approved OAR# 600-000-0001	
<p>The public reporting burden for this collection of information is estimated to average 15 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Directorate for Information Operations and Reports (0704-0188), Paperwork Project, Washington, DC 20543-0188.</p> <p>Send comments to this collection of information through the following channel: PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE AGENCY OR ORGANIZATION.</p>											
1. PROGRAM a. MEMO: "Our Decommission Space System (CDSIS)" b. PASSAGE: Development		2. PRIOR: MEDIUM PROGRAM a. Gaseo PMO		3. CONTRACTING TYPE a. PRIME + ASSOCIATE b. CONTRACTING SUBCONTRACTOR		4. NAME/ADDRESS (Include ZIP Code) a. Gaseo Corporation, 438 East Blvd, New York, NY, 10022					
5. APPROVED PLAN NUMBER X-80-V-C1		6. CUSTOMER: (Owner/Preparing Subcontractor) a. TYPICAL ACTION b. CONTRACT NO. c. LATEST MODIFICATION		7. TYPICAL ACTION a. CONTRACT NO. b. LATEST MODIFICATION		8. REPORTING PERIOD a. REPORTING PERIOD b. REPORTING PERIOD		9. REPORT AS OF (YYYYMMDD) a. REPORTING PERIOD b. REPORTING PERIOD			
10. PERIOD OF FIELD OPERATIONS a. START DATE (YYYYMMDD) 20080101 b. END DATE (YYYYMMDD) 20080101		11. REPORT CYCLE a. MONTHLY b. QUARTERLY c. ANNUALLY		12. ORIGINATING NUMBER a. 1		13. REPORTING PERIOD a. 0		14. REPORT AS OF (YYYYMMDD) a. REPORTING PERIOD b. REPORTING PERIOD			
15. NAME (a. or, For, 3444444444) a. Test, Freda		16. DEPARTMENT a. Business Operations		17. TELEPHONE NO. (Include Area Code) a. 555-555-5555		18. E-MAIL ADDRESS a. test@business.com		19. DATE PREPARED (YYYYMMDD) a. 20080101			
20. WAS ELEMENT CODE a. 10		21. WAS REPORTING ELEMENT a. Space System		22. UNITS/ITEMS COMPLETED a. UNIT TOTAL b. ITEM TOTAL		23. APPROVAL a. PRIME b. ASSOCIATE					

DATA ELEMENTS		A. COMPLETE UNITS/LOTS				D. WORK IN PROCESS (WIP)	E. TOTAL DIRECT COSTS AND HOURS INCURRED TO DATE
		A1	A2	A3	A4		
1. FUEL OIL AND DIESEL							
2. ELECTRICAL							
3. TRAILER HRT		1.0	2.0	3.0	5.0	2.2	15.8
4. CONCRETE/FORM LABS							
5. CHANGING MATERIALS							
6. TRAIL - Weight					5	5	5
7. TRAIL - Power					5	5	5
8. TRAIL - Length					2	2	2
9. CHANGING LABOR (FOR CHANGING ONLY)							
10. DIRECT CHANGING LABOR HOURS							800.0
11. TOTAL CHANGING LABOR DOLLARS							15,000.0
12. CHANGING MATERIALS (FOR CHANGING ONLY)							
13. DIRECT CHANGING LABOR HOURS							0.0
14. DIRECT CHANGING LABOR DOLLARS							80.0
15. DIRECT CHANGING EQUIPMENT DOLLARS							80.0
16. DIRECT CHANGING CONTROL LABOR HOURS							0.0
17. DIRECT CHANGING CONTROL LABOR DOLLARS							80.0
18. DIRECT CHANGING LABOR HOURS							80.0
19. DIRECT CHANGING LABOR DOLLARS							80.0
20. TOTAL DIRECT CHANGING LABOR DOLLARS (Sum of 10, 12, 14, 16, 18, 19)							11,000.0
21. MATERIALS (FOR CHANGING ONLY)							
22. MATERIALS DOLLARS							80.0
23. MATERIALS HOURS DOLLARS							80.0
24. MATERIALS EQUIPMENT DOLLARS							80.0
25. TOTAL DIRECT CHANGING SUBCONTRACTOR DOLLARS							80.0
26. TOTAL DIRECT MATERIAL DOLLARS							80.0
27. OTHER COSTS (FOR CHANGING ONLY)							
28. OTHER DIRECT COSTS NOT SHOWN ELSEWHERE (Operation Remarks)							
29. SUMMARY (FOR CHANGING ONLY)							
30. TOTAL DIRECT COST							11,000.0
31. REMARKS							

1921-1 Visual Conversion Results

1921-2 Visual Conversion Results



Step 3: Validate and Create Data Report, cont.

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Upload Submission

Back Cancel Submission Step 3 of 5

Instructions
Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data" and identify the data set in "Name Data Set", then select "Validate" to check

Prog: Demo Program Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor Sub:

Submission Info Files **Validation**

Your data report should be generated shortly. Thank you for your patience. Please click the Refresh button below to see if the report has been generated.

Select Validation Options
1921 [X] 1921-1 [X] 1921-2 [X]
Contract Plan Number [2]
Validate [X]

Submission Event
Submission Event Number: 2
Submission Event Name: Initial Report
Assigned Plan Number (xml): A-09-F-C1
Assigned Plan Number (xls):

Delete All Reports Export Table to Excel

Working Files

	File Name		Created Date	User	1921 Count	1921-1 Count	1921-2 Count	
	XMLValidationResults_Combined_1921 & 1921-1 & 1921-2.xls	Validation Results	7/17/2014 8:43:29 AM	testCSDRSubmitter	1	3	2	X
	Demo 1921-2 Visual Validation.xls	Validation Results	7/17/2014 8:43:28 AM	testCSDRSubmitter	0	0	0	X
	Demo 1921-1 Visual Validation.xls	Validation Results	7/17/2014 8:43:27 AM	testCSDRSubmitter	0	0	0	X
	Demo 1921 Visual Validation.xls	Validation Results	7/17/2014 8:43:26 AM	testCSDRSubmitter	0	0	0	X

Back Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data" and identify the data set in "Name Data Set", then select "Validate" to check

Select the
"Refresh" icon to
see the "Next"
button appear

- The Data Report takes a minute to display
- Click the "Refresh" icon to see if the report has been generated
- The "Next" button will appear when the report has been generated

Step 4: View Data Report

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Upload Submission

Back | Cancel Submission Step 4 of 5

Instructions
Verify the information in the "Contract Data" fields, then click "View Report Data" to

Prog: Demo Program Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor Sub:

Submission Info Files Validation **View Report Data** Review & Submit

Contract Data

Summary Elements To Date	Initial Report
Report Name:	Initial Report
Generation Date:	7/17/2014
Generated by:	Test CSDRSubuser
Click to View Data Report	View Report Data
Report ID:	1921-1 ID: 200 1921-1 ID: 210 1921-2 ID: 135
1921 File Name:	Demo 1921 1921.xml
1921-1 File Name:	Demo 1921-1 1921_1.xml
1921-2 File Name:	Demo 1921-2 1921_2.xml
Contract Number	A99XYZ-08-B-1234
Plan Number	A-09-F-C1
Submission ID	1861
Submission Event Number	2
Submission Event Name	Initial Report
Submitted Date	
As Of Date	10/31/2008
Subtotal Cost To Date	468200.0
Reporting Contractor G&A To Date	54000.0
Reporting Contractor Undistributed Budget To Date	0.0
Reporting Contractor Management Reserve To Date	0.0
Reporting Contractor FCCM To Date	1500.0
Total Cost To Date	523700.0
Reporting Contractor Profit/Loss or Fee To Date	0.0
Total Price To Date	523700.0

Back Next Verify the information in the "Contract Data" fields, then click "View Report Data"

- Submitter clicks "View Data Report" to review Header Data, 1921 Cost Data, 1921-1 Cost Data, and 1921-2 Cost Data to ensure their data converted to XML will be viewed accurately within the Submit-Review database:

Contract Data **Report Data**

Report Name: Initial Report

[Header Data](#) [1921 Cost Data](#) [1921-1 Cost Data](#) [1921-2 Cost Data](#)

MAJOR PROGRAM	a. NAME: cPet Demonstration Space System (CDSS)
PRIME MISSION PRODUCT	b. PHASE/MILESTONE: B
REPORTING ORGANIZATION TYPE	Demo IMP
NAME/ADDRESS (Include ZIP Code)	a. PERFORMING ORGANIZATION Demo Corporation, 450 Test Blvd, New York, NY, 55555
APPROVED PLAN NUMBER	b. DIVISION
CUSTOMER (Direct-reporting subcontractor use only)	X-08-Y-C1
CONTRACT TYPE	CRFF
CONTRACT PRICE	\$210200.0
CONTRACT CEILING	N/A
TYPE ACTION	a. CONTRACT NO.: A99XYZ-08-B-1234 b. LATEST MODIFICATION: c. SOLICITATION NO.: d. NAME: Demo e. TASK ORDER/DELIVERY ORDER/LOT NO.:
PERIOD OF PERFORMANCE	a. START DATE (YYYYMMDD): 3/13/2008 b. END DATE (YYYYMMDD): 1/31/2010
APPROPRIATION	Procurement
REPORT CYCLE	Interim
SUBMISSION NUMBER	1
REPORT AS OF (YYYYMMDD)	10/31/2008
DATE PREPARED (YYYYMMDD)	12/1/2008
POINT OF CONTACT NAME	Tester, Fred A
POINT OF CONTACT DEPARTMENT	Business Operations
POINT OF CONTACT PHONE	555-555-5555
POINT OF CONTACT EMAIL	cPetUser@demo.local

Step 4: View Data Report, cont.

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- The Data Report displays how the data will be viewed within the Submit-Review database
- Submitters should review the data for accuracy and completeness
- If the data is not reading into the Data Report correctly, the Excel file should be updated prior to submission

Submitters should look for instances of missing or partial data on the 1921, 1921-1, and 1921-2 Cost Reports and correct the files prior to submission

Header Data 1921 Cost Data 1921-1 Cost Data 1921-2 Cost Data		COSTS INCURRED TO DATE (thousands of U.S. Dollars)			COSTS INCURRED AT COMPLETION (thousands of U.S. Dollars)			
WBS ELEMENT CODE	WBS REPORTING ELEMENTS	NUMBER OF UNITS TO DATE	NONRECURRING	RECURRING	TOTAL	NONRECURRING	RECURRING	TOTAL
1.0	Space System	0.0	\$19,000.0	\$91,200.0	\$110,200.0	\$2,815,000.0	\$140,700.0	\$2,955,700.0
1.1	SEIT/PM and Other Common Elements	0.0	\$5,000.0	\$5,000.0	\$10,000.0	\$125,000.0	\$5,000.0	\$130,000.0
1.2	Space Vehicle (1...n as required)	0.0	\$29,000.0	\$13,200.0	\$42,200.0	\$1,320,000.0	\$57,300.0	\$1,377,300.0
1.2.1	SEIT/PM and Other Common Elements	0.0	\$4,000.0	\$5,000.0	\$9,000.0	\$124,000.0	\$6,300.0	\$130,300.0
1.2.2	Spacecraft Bus	0.0	\$22,000.0	\$2,500.0	\$24,500.0	\$222,000.0	\$10,500.0	\$232,500.0
1.2.2.1	Integration, Assembly, Test and Checkout	0.0	\$12,000.0	\$2,000.0	\$14,000.0	\$112,000.0	\$6,800.0	\$118,800.0
1.2.2.2	Telemetry, Tr							
1.2.3	Communications							
1.2.3.1	Communications							
1.2.3.1.1	SEIT/PM and Other Common Elements							
1.2.3.1.2	KA Antenna S							
1.2.3.2	Payload							
1.2.3.2.1	Legacy Subst							
1.2.3.2.2	KA to SEIT/PM							
1.2.4	Booster Adap							
1.2.5	Space Vehicle							
1.2.6	Launch System							
1.2.7	Launch Opera							
1.3	Ground (1...n as required)							
1.3.1	SEIT/PM and Other Common Elements							
1.3.2	Ground Termi							
1.3.3	Command and Control							
1.3.4	Mission Manag							
1.3.5	Data Archiver							
1.3.6	Mission Data							
1.3.7	Mission Data							
1.3.8	Mission Data							
1.3.9	Collection Man							
1.3.10	Variable Cont							
1.4	Launch Vehicl							
1.5	Other Equipme							
	Subtotal Cost							
	Reporting Cost							
	Reporting Cost							
	Reporting Cost							
	Total Cost							
	Reporting Cost							
	Total Price							
Remarks								

Header Data | 1921 Cost Data | 1921-1 Cost Data | 1921-2 Cost Data

Number of Units

To Date: 0 At Completion: 1

	To Date			At Completion		
	Nonrecurring	Recurring	Total	Nonrecurring	Recurring	Total
Engineering						
(1) Direct Engineering Labor Hours	2000.0	1000.0	3000.0	3000.0	4000.0	7000.0
(2) Direct Engineering Labor Dollars	100000.0	10000.0	110000.0	500000.0	20000.0	520000.0
(3) Engineering Overhead Dollars	200000.0	15000.0	215000.0	800000.0	25000.0	825000.0
(4) Total Engineering Dollars						
Manufacturing Operations						
(5) Direct Tooling Labor Hours						
(6) Direct Tooling Labor Dollars						
(7) Direct Tooling & Equipment Dollars						
(8) Direct Quality Control Labor Hours						
(9) Direct Quality Control Labor Dollars						
(10) Direct Manufacturing Labor Hours						
(11) Direct Manufacturing Labor Dollars						
(12) Manufacturing Operations Overhead Dollars						
(13) Total Manufacturing Operation Dollars						
Materials						
(14) Raw Material Dollars						
(15) Purchased Parts Dollars						
(16) Purchased Equipment Dollars						
(17) Total Direct Costs						
Overhead Dollars						
Subcontractor Dollars						

Header Data | 1921 Cost Data | 1921-1 Cost Data | 1921-2 Cost Data

Units/Lets Completed

1921 Unit Total 1921-1 Unit Total

DATA ELEMENTS	A. COMPLETED UNITS/LOTS				B. WORK IN PROGRESS (WIP)		C. TOTAL DIRECT COSTS AND HOURS INCURRED TO DATE
	1921	1921-1	1921-2	1921-3	1921-4	1921-5	
(1) MODEL AND SERIES	102	102	102	102	102	102	102
(2) FIRST UNIT	1.0	2.0	3.0	4.0	5.0	6.0	10.0
(3) LAST UNIT							
(4) COINCIDENT UNITS							
CONSUMABLES							
(5)1) Wagon	0	0	0	0	0	0	700.0
(5)2) Power	0	0	4	0	0	0	10.0
(5)3) Launch	0	0	0	0	0	0	0.0
ENGINEERING (RECURRING ONLY)							
(6) DIRECT ENGINEERING LABOR HOURS							1000.0
(7) DIRECT ENGINEERING LABOR DOLLARS							10000.0
MANUFACTURING OPERATIONS (RECURRING ONLY)							
(8) DIRECT TOOLING LABOR HOURS							0.0
(9) DIRECT TOOLING LABOR DOLLARS							0.0
(10) DIRECT TOOLING & EQUIPMENT DOLLARS							0.0
(11) DIRECT QUALITY CONTROL LABOR HOURS							0.0
(12) DIRECT QUALITY CONTROL LABOR DOLLARS							0.0
(13) DIRECT MANUFACTURING LABOR HOURS							100.0
(14) DIRECT MANUFACTURING LABOR DOLLARS							1000.0
(15) TOTAL DIRECT MANUFACTURING OPERATIONS DOLLARS							1000.0
MATERIALS (RECURRING ONLY)							
(16) RAW MATERIAL DOLLARS							0.0
(17) PURCHASED PARTS DOLLARS							0.0
(18) PURCHASED EQUIPMENT DOLLARS							0.0
(19) TOTAL DIRECT-REPORTING SUBCONTRACTOR DOLLARS							0.0
(20) TOTAL DIRECT MATERIAL DOLLARS							0.0
OTHER COSTS (RECURRING ONLY)							
(21) OTHER DIRECT COSTS NOT SHOWN ELSEWHERE							0.0
SUMMARY (RECURRING ONLY)							
(22) TOTAL DIRECT COST							11000.0
Remarks							

Submitters should look for instances of missing or partial data on the 1921, 1921-1, and 1921-2 Cost Reports and correct the files prior to submission



Step 4: View Data Report, cont.

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Back | Cancel Submission | **Step 4 of 5**

Instructions
Verify the information in the "Contract Data" fields, then click "View Report Data" to review the 1921, 1921-1, and 1921-2 Cost Data

Prog: Demo Program Cb#: A99XYZ-08-B-1234
Cb: Demo Contractor Sub:

Submission Info Files Validation **View Report Data** Review & Submit

Contract Data **Report Data**

Report Name: Initial Report

Header Data	1921 Cost Data	1921-1 Cost Data	1921-2 Cost Data
MAJOR PROGRAM	a. NAME: cPet Demonstration Space System (CDSS)		
PRIME MISSION PRODUCT	b. PHASE/MILESTONE: B		
REPORTING ORGANIZATION TYPE	Demo PMP		
NAME/ADDRESS (Include ZIP Code)	Prime/Associate Contractor		
APPROVED PLAN NUMBER	a. PERFORMING ORGANIZATION: Demo Corporation, 456 Test Blvd, New York, NY, 55555		
CUSTOMER (Direct-reporting subcontractor use only)	b. DIVISION:		
CONTRACT TYPE	X-08-Y-C1		
CONTRACT PRICE	CFF		
CONTRACT CEILING	3219200.0		
TYPE ACTION	N/A		
	a. CONTRACT NO.: A99XYZ-08-B-1234		
	b. LATEST MODIFICATION:		
	c. SOLICITATION NO.:		
	d. NAME: Demo		
	e. TASK ORDER/DELIVERY ORDER/LOT NO.:		
PERIOD OF PERFORMANCE	a. START DATE (YYYYMMDD): 5/13/2008		
	b. END DATE (YYYYMMDD): 1/31/2010		
APPROPRIATION			
REPORT CYCLE			
SUBMISSION NUMBER			
REPORT AS OF (YYYYMMDD)			
DATE PREPARED (YYYYMMDD)			
POINT OF CONTACT NAME			
POINT OF CONTACT DEPARTMENT			
POINT OF CONTACT PHONE			
POINT OF CONTACT EMAIL			

Back **Next** Verify the information in the "Contract Data" fields, then click "View Report Data" to review the 1921, 1921-1, and 1921-2 Cost Data

Click "Next" to
continue

- Once the data report has been reviewed for all applicable 1921 reports, click "Next" to continue

Step 5: Review and Submit



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Upload Submission

[Back](#) [Cancel Submission](#) **Step 5 of 5**

Instructions
Review the Uploaded Files and Submission Warnings. Select "Back" to make corrections or "Submit" to complete this submission.

Prog: Demo Program Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor Sub:

[Submission Info](#) [Files](#) [Validation](#) [View Report Data](#) [Review & Submit](#)

Contract Information

Contract Summary			
Program Name:	Demo Program	Program URI:	
Contract Number:	A99XYZ-08-B-1234	Contractor Name:	Demo Contractor
Sub Contract Number:		Sub Contractor Name:	
Military Handbook:	SPACE	Service:	DOD
Weapon System Type:	Space Explorer	Contract Type:	FFP
Program Manager:	Demo PM		
Contractor Division:	Space Systems		
Sub Contractor Division:			
Prime/Sub:	Prime		

Submission Event

Plan Number: A-09-F-C1
Selected Event: Initial Report
Expected Files: 1921, 1921-1, 1921-2
Expected As Of Date: 5/30/2014
Expected Submission Date: 7/10/2014

Submission Details

As Of Date: 5/30/2014
Comment:

Point of Contact Information

Name: Test CSDRSubmitter
Phone: Lorem Ipsum
Fax:
Email: testCSDRSubmitter@local.local

Uploaded Files

File Name	File Type	File
Demo 1921-2.xls	1921-2	
Demo 1921-1.xls	1921-1	
Demo 1921.xls	1921	

Submission Warnings (Not included)
All required files are present.

[Back](#) [Submit](#) Review the Uploaded Files and Submission Warnings. Select "Back" to make corrections or "Submit" to complete this submission.

- Once the 1921, 1921-1, and 1921-2 reports have been validated, the CDR Data Report has been generated, and the Submitter has reviewed their Data Report, then click "Submit" to finalize the submission
- The Submitter will receive an automatic email from the system as soon as their reports have been submitted

Click "Submit" to finalize the submission



Submitting XML Cost Reports



Step 1: Submission Info

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Step 1 of 5

Instructions
Enter an As Of Date, Name, Phone, and Email address and press the 'Next' button to continue.

Prog: Demo Program Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor Sub:

Submission Info

Contract Information

Contract Summary			
Program Name:	Demo Program	Program URI:	Program Manager:
Contract Number:	A99XYZ-08-B-1234	Contractor Name:	Demo Contractor
Sub Contract Number:		Contractor Division:	Space Systems
Military Handbook:	SPAC	Sub Contractor Division:	
Weapon System Type:	SPAC	Prime/Sub:	Prime

Submission Event:
Plan Number: A-09-F-1234
Submission Event: Initial Rep
Expected Files: 1921
Expected As Of Date: 5/30/2014
Expected Submission Date: 5/30/2014

Submission Details:
As Of Date: 5/30/2014
Status: Late
Comment: (Max 256 chr.)

Point of Contact Information:
Name: Test CSDRSubmitter
Phone: Lorem ipsum
Email: submitter@loci

Next Enter an As Of Date, Name, Phone, and Email address and press the 'Next' button to continue.

Submitter enters the 'As of Date'

Select "Next" to continue

- The Submitter will enter the report 'As of Date'
- Once the POC Information has been verified, select "Next" to continue



Step 2: Upload Files

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Upload Submission

[Back](#) | [Cancel Submission](#) Step 2 of 5

Instructions
Note: If you want to validate a 1921, 1921-1 or 1921-2 document, you must upload an xls, xlsx, or xml file. After all the required files are attached, you may press 'Next' to continue.

Prog:Dem
 Ctr:Dem
 Submis

Select "Browse" to locate file

Identify and tag the "File Type"

Select "Upload" to add the file

Documents Only

Required Files
 1921,1921-1,1921-2
 Select a file to Upload
 Caution: The total size of each file must be less than 30 mb.

Uploaded Files

File Name	File Type	File Comment	Actions
Demo 1921-2.1921_2.xml	1921-2		
Demo 1921-1.1921_1.xml	1921-1		
Demo 1921.1921.xml	1921		

Click "Next" to continue

[Back](#) [Next](#) **Note:** If you want to validate a 1921, 1921-1 or 1921-2 document, you must upload an xls, xlsx, or xml file. After all the required files are attached, you may press 'Next' to continue.

- To upload the XML 1921 reports, select "Browse" to locate the report, select the correct "File Type", and click "Upload"
- Click "Next" to continue



Step 3: Validate and Create Data Report

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Upload Submission

[Back](#) | [Cancel Submission](#)

Step 3 of 5

Instructions
Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data" and identify the data set in "Name Data Set", then select "Validate" to check the submission.

Prog: Demo Program | Ctr: Demo Contractor

Submission Info | **Files**

Your data report should be generated shortly. Thank you for your patience.

Select Validation Options

1921: Demo 1921.1921.xml
1921-1: Demo 1921-1.1921_1.xml
1921-2: Demo 1921-2.1921_2.xml

Contract Plan Number: A-09-F-C1

☒ Group Reports & View Data **Name Data Set:** Initial Report

Submission Event Number: 2
Submission Event Name: Initial Report
ID: A-09-F-C1

[Reports](#) [Export Table to Excel](#)

Working Files

File Name	File Type	Created Date	User	1921 Count	1921-1 Count	1921-2 Count	
XMLValidationResults_Combined_1921_&_1921-1_&_1921-2.xls	Validation Results	7/18/2014 6:35:39 AM	testCSDRSubmitter	1	3	2	X

[Back](#) Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data" and identify the data set in "Name Data Set", then select "Validate" to check the submission.

Submitter ensures that the correct files are listed in the drop-down menu

Submitter checks "Group Reports & View Data", enters the name of the submission for "Name Data Set", then clicks "Validate"

Submitter reviews the cPet Validation Error Report



- Submitters must generate CCDR Data Report prior to submitting reports
- If the submission event requires multiple sets of 1921, 1921-1, and 1921-2 reports, a CCDR Report must be generated for each data set. For example, the report names could be: "Variant 1" and "Variant 2"



Step 3: Validate and Create Data Report, cont.

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Validation Results					
Category	Severity	Location	Description	Details	Error Magnitude
Summary		Contract Plan	OK		
Summary		1921 vs Contract Plan	OK		
Summary	Error	1921 Internal	Major errors found.		
Summary	Error	1921-1 vs Contract Plan	Major errors found.		
Summary	Error	1921-1 vs 1921	Major errors found.		
Summary	Error	1921-1 Internal	Major errors found.		
Summary	Error	1921-2 vs Contract Plan	Major errors found.		
Summary		1921-2 vs 1921	OK		
Summary	Error	1921-2 vs 1921-1	Major errors found.		
Summary	Error	1921-2 Internal	Major errors found.		
1921 Internal	Warning	WBS Element Code: 1.5 WBS Element Name: User Equipment	To Date figure is greater than At Completion figure.	Columns: Recurring To Date Cost: \$k 1,000.0 At Completion Cost: \$k 500.0	500.0
1921 Internal	Error	Summary Element: Reporting Contractor Profit/Loss or Fee	Reporting Contractor Profit/Loss or Fee reports zero cost at completion.		
1921-1 vs Contract Plan	Error	WBS Element Code: 1.2.3 WBS Element Name: Communication / Payload	Required reporting element omitted from 1921-1 submission.		
1921-1 vs Contract Plan	Error	WBS Element Code: 1.2.3.2.2 WBS Element Name: KA to UHF Subsystem	Required reporting element omitted from 1921-1 submission.		
1921-1 vs Contract Plan	Error	WBS Element Code: 1.3 WBS Element Name: Ground (1..n as required)	Required reporting element omitted from 1921-1 submission.		
1921-1 vs Contract Plan	Error	WBS Element Code: 1.3.3 WBS Element Name: Command and Control Subsystem	Required reporting element omitted from 1921-1 submission.		
1921-1 vs 1921	Error	WBS Element Code from 1921: 1.0 WBS Element Name from 1921: Space System WBS Element Code from 1921-1: 1.0 WBS Element Name from 1921-1: Space System	Corresponding quantities on 1921-1 and 1921 do not match.	Column: At Completion Number of units reported on 1921: 1.0 / 1.0 Number of units reported on 1921-1: 1.0	
1921-1 Internal	Warning	WBS Element Code: 1.2 WBS Element Name: Space Vehicle (1...n as required)	To Date figure is greater than At Completion figure.	Data Element: Direct Tooling Labor Hours Columns: Non-Recurring To Date Hours: 2.0 Hrs At Completion Hours: 0.0 Hrs	2.0
1921-1 Internal	Error	WBS Element Code: 1.2 WBS Element Name: Space Vehicle (1...n as required)	Nonrecurring/Recurring/Total figures do not sum correctly.	Data Element: Direct Tooling Labor Hours Columns: To Date Nonrecurring Hours: 2.0 Hrs Recurring Hours: 0.0 Hrs Total Hours: 0.0 Hrs	2.0
1921-1 Internal	Warning	WBS Element Code: 1.2 WBS Element Name: Space Vehicle (1...n as required)	Data reported for Direct Labor Hours but not for Direct Labor Dollars.	Category: Tooling Column: To Date Non-Recurring Direct Labor Hours: 2.0 Direct Labor Dollars: 0.0	
1921-2 vs Contract Plan	Error	WBS Element Code: 1.1 WBS Element Name: SEIT/PM and Other Common Elements	Required reporting element omitted from 1921-2 submission.		
1921-2 vs Contract Plan	Error	WBS Element Code: 1.2.3 WBS Element Name: Communication / Payload	Required reporting element omitted from 1921-2 submission.		
1921-2 vs Contract Plan	Error	WBS Element Code: 1.2.3.2.2 WBS Element Name: KA to UHF Subsystem	Required reporting element omitted from 1921-2 submission.		
1921-2 vs Contract Plan	Error	WBS Element Code: 1.3 WBS Element Name: Ground (1..n as required)	Required reporting element omitted from 1921-2 submission.		
1921-2 vs Contract Plan	Error	WBS Element Code: 1.3.3 WBS Element Name: Command and Control Subsystem	Required reporting element omitted from 1921-2 submission.		
1921-2 vs 1921-1	Error	WBS Element Code from 1921-1: 1.0 WBS Element Name from 1921-1: Space System WBS Element Code from 1921-2: 1.0 WBS Element Name from 1921-2: Space System	Corresponding costs on 1921-1 and 1921-2 do not match.	Column: Raw Material Dollars To Date Recurring 1921-1: \$k 10,000.0 1921-2: \$k 0.0	10,000.0
1921-2 vs 1921-1	Error	WBS Element Code from 1921-1: 1.2	Corresponding costs on 1921-1 and 1921-2 do not match.	Column: Engineering Labor Hours	0.0

cPet Validation Error
Report



Step 3: Validate and Create Data Report, cont.

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Back | Cancel Submission

Step 3 of 5

Instructions
Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data" and identify the data set in "Name Data Set", then select "Validate" to check t

Prog: Demo Program | Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor | Sub:

Submission Info | Files | **Validation**

Your data report should be generated shortly. Thank you for your patience. Please click the Refresh button below to see if the report has been generated.

Select Validation Options
1921-2
Contract Plan Number A
Validate

Submission Event
Submission Event Number: 2
Submission Event Name: Initial Report
Assigned Plan Number (xml): [A-09-F-C1](#)
Assigned Plan Number (xls):

Working Files

	File Name	File Type	Created Date	User	1921 Count	1921-1 Count	1921-2 Count	
	XMLValidationResults Combined 1921 & 1921-1 & 1921-2.xls	Validation Results	7/18/2014 6:35:39 AM	testCSDRSubmitter	1	3	2	

Back | Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data" and identify the data set in "Name Data Set", then select "Validate" to check t

Select the
"Refresh" icon to
see the "Next"
button appear

- The Data Report takes a minute to display
- Click the "Refresh" icon to see if the report has been generated
- The "Next" button will appear when the report has been generated

Step 4: View Data Report

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Upload Submission

Back Cancel Submission

Instructions

Verify the information in the "Contract Data" fields, then click

Prog: Demo Program Ctr: A99XYZ-08-B-1234

Ctr: Demo Contractor Sub:

Submission Info Files Validation **View Report Data**

Contract Data

Summary Elements To Date	Initial Report
Report Name:	Initial Report
Generation Date:	7/18/2014
Generated by:	Test Contractor
Click to View Data Report	View Report Data
Report ID:	1921-1 ID: 1921 1921-1 ID: 1921 1921-2 ID: 1921
1921 File Name:	Demo.1921.1921.xml
1921-1 File Name:	Demo.1921-1.1921-1.xml
1921-2 File Name:	Demo.1921-2.1921-2.xml
Contract Number	A99XYZ-08-B-1234
Plan Number	A-05-F-C1
Submission ID	1062
Submission Event Number	2
Submission Event Name	Initial Report
Submitted Date	
As Of Date	10/31/2008
Subtotal Cost To Date	468200.0
Reporting Contractor GSA To Date	54000.0
Reporting Contractor Undistributed Budget To Date	0.0
Reporting Contractor Management Reserve To Date	0.0
Reporting Contractor FCCM To Date	1000.0
Total Cost To Date	523700.0
Reporting Contractor Profit/Loss or Fee To Date	0.0
Total Price To Date	523700.0

Back Next Verify the information in the "Contract Data" fields, then click

- Submitter clicks "View Data Report" to review Header Data, 1921 Cost Data, 1921-1 Cost Data, and 1921-2 Cost Data to ensure their XML data will be viewed accurately within the Submit-Review database

Contract Data **Report Data**

Report Name: Initial Report

Header Data 1921 Cost Data 1921-1 Cost Data 1921-2 Cost Data

MAJOR PROGRAM	a. NAME: cPet Demonstration Space System (CDSS)
PRIME MISSION PRODUCT	b. PHASE/MILESTONE: B
REPORTING ORGANIZATION TYPE	Demo IMP
NAME/ADDRESS (Include ZIP Code)	a. PERFORMING ORGANIZATION Demo Corporation, 456 Test Blvd, New York, NY, 55555
APPROVED PLAN NUMBER	b. DIVISION
CUSTOMER (Direct-reporting subcontractor use only)	X-08-Y-C1
CONTRACT TYPE	CRFF
CONTRACT PRICE	\$210200.0
CONTRACT CEILING	N/A
TYPE ACTION	a. CONTRACT NO.: A99XYZ-08-B-1234 b. LATEST MODIFICATION: c. SOLICITATION NO.: d. NAME: Demo e. TASK ORDER/DELIVERY ORDER/LOT NO.:
PERIOD OF PERFORMANCE	a. START DATE (YYYYMMDD): 3/13/2008 b. END DATE (YYYYMMDD): 1/31/2010
APPROPRIATION	Procurement
REPORT CYCLE	Interim
SUBMISSION NUMBER	1
REPORT AS OF (YYYYMMDD)	10/31/2008
DATE PREPARED (YYYYMMDD)	12/1/2008
POINT OF CONTACT NAME	Tester, Fred A
POINT OF CONTACT DEPARTMENT	Business Operations
POINT OF CONTACT PHONE	555-555-5555
POINT OF CONTACT EMAIL	cPetUser@demo.local

Step 4: View Data Report, cont.

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- The Data Report displays how the data will be viewed within the Submit-Review database
- Submitters should review the data for accuracy and completeness
- If the data is not reading into the Data Report correctly, the XML file should be updated prior to submission

Submitters should look for instances of missing or partial data on the 1921, 1921-1, and 1921-2 Cost Reports and correct the files prior to submission



Step 4: View Data Report, cont.

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Back | Cancel Submission | **Step 4 of 5**

Instructions
Verify the information in the "Contract Data" fields, then click "View Report Data" to review the 1921, 1921-1, and 1921-2 Cost Data

Prog: Demo Program Ctr#: A99XYZ-08-B-1234
Cb: Demo Contractor Sub:

Submission Info Files Validation **View Report Data** Review & Submit

Contract Data **Report Data**

Report Name: Initial Report

Header Data	1921 Cost Data	1921-1 Cost Data	1921-2 Cost Data
MAJOR PROGRAM	a. NAME: cPet Demonstration Space System (CDSS)		
PRIME MISSION PRODUCT	b. PHASE/MILESTONE: B		
REPORTING ORGANIZATION TYPE	Demo PMP		
NAME/ADDRESS (Include ZIP Code)	Prime/Associate Contractor		
APPROVED PLAN NUMBER	a. PERFORMING ORGANIZATION: Demo Corporation, 456 Test Blvd, New York, NY, 55555		
CUSTOMER (Direct-reporting subcontractor use only)	b. DIVISION:		
CONTRACT TYPE	X-08-Y-C1		
CONTRACT PRICE	CFF		
CONTRACT CEILING	3219200.0		
TYPE ACTION	N/A		
	a. CONTRACT NO.: A99XYZ-08-B-1234		
	b. LATEST MODIFICATION:		
	c. SOLICITATION NO.:		
	d. NAME: Demo		
	e. TASK ORDER/DELIVERY ORDER/LOT NO.:		
PERIOD OF PERFORMANCE	a. START DATE (YYYYMMDD): 5/13/2008		
	b. END DATE (YYYYMMDD): 1/31/2010		
APPROPRIATION			
REPORT CYCLE			
SUBMISSION NUMBER			
REPORT AS OF (YYYYMMDD)			
DATE PREPARED (YYYYMMDD)			
POINT OF CONTACT NAME			
POINT OF CONTACT DEPARTMENT			
POINT OF CONTACT PHONE			
POINT OF CONTACT EMAIL			

Back **Next** Verify the information in the "Contract Data" fields, then click "View Report Data" to review the 1921, 1921-1, and 1921-2 Cost Data

- Once the data report has been reviewed for all applicable 1921 reports, click "Next" to continue

Click "Next" to
continue



Step 5: Review and Submit

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Upload Submission

[Back](#) | [Cancel Submission](#) Step 5 of 5

Instructions
Review the Uploaded Files and Submission Warnings. Select "Back" to make corrections or "Submit" to complete this submission.

Prog: Demo Program Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor Sub:

Submission Info Files Validation View Report Data **Review & Submit**

Contract Information

Contract Summary			
Program Name:	Demo Program	Program URI:	
Contract Number:	A99XYZ-08-B-1234	Contractor Name:	Demo Contractor
Sub Contract Number:		Sub Contractor Name:	
Military Handbook:	SPACE	Service:	DOD
Weapon System Type:	Space Explorer	Contract Type:	FFP
Program Manager:	Demo PM	Contractor Division:	Space Systems
Sub Contractor Division:		Prime/Sub:	Prime

Submission Event

Plan Number: A-09-F-C1

Selected Event: Initial Report

Expected Files: 1921, 1921-1, 1921-2

Expected As Of Date: 5/30/2014

Expected Submission Date: 7/10/2014

Submission Details

As Of Date: 5/30/2014

Comment:

Point of Contact Information

Name: Test CSDRSubmitter

Phone: Lorem Ipsum

Fax:

Email: testCSDRSubmitter@local.local

Uploaded Files

File Name	File Type
Demo 1921-2.1921_2.xml	1921-2
Demo 1921-1.1921_1.xml	1921-1
Demo 1921.1921.xml	1921

Submission Warnings (Not including)
All required files are present.

[Back](#) [Submit](#) Review the Uploaded Files and Submission Warnings. Select "Back" to make corrections or "Submit" to complete this submission.

- Once the 1921, 1921-1, and 1921-2 reports have been validated, the CDRR Data Report has been generated, and the Submitter has reviewed their Data Report, then click "Submit" to finalize the submission
- The Submitter will receive an automatic email from the system as soon as their reports have been submitted

Click "Submit" to finalize the submission



Submitting Software Reports and CWBS Dictionaries



Step 1: Submission Info

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Upload Submission

[Back](#) | [Cancel Submission](#) **Step 1 of 5**

Instructions
Enter an As Of Date, Name, Phone, and Email address and press the 'Next' button to continue.

Prog: Demo Program	Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor	Sub:

Submission Info

Contract Information

Contract Summary			
Program Name:	Demo Program	Program URI:	
Contract Number:	A99XYZ-08-B-1234	Contractor Name:	Demo Contractor
Sub Contract Number:		Contractor Division:	Space Systems
Military Handbook:	SPACE	Sub Contractor Division:	
Weapon System Type:	Space	Prime/Sub:	Prime

Submission Event

Plan Number: A-09-F-00
 Submission Event: Initial CWBS
 Expected Files: CWBS M... Dictionary
 Expected As Of Date: 5/30/2014
 Expected Submission Date: 7/30/2014

Submission Details

As Of Date:

Status:

Comment: (Max 256 chr.)

Point of Contact Information

Name:

Phone:

Next Enter an As Of Date, Name, Phone, and Email address and press the 'Next' button to continue.

Submitter enters the 'As of Date'

Select "Next" to continue

- The Submitter will enter the report 'As of Date'
- Once the POC Information has been verified, select "Next" to continue



Step 2: Upload Files

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Upload Submission

Back Cancel Submission **Step 2 of 5**

Instructions
Note: If you want to validate a 1921, 1921-1 or 1921-2 document, you must upload an xls, xlsx, or xml file. After all the required files are attached, you may press 'Next' to continue.

Prog: Demo Program Ctr#: A99XYZ-08-B-1234
 Ctr: Demo

Submit Documents Only

Required Files
 CWBS Mapping, CWBS Dictionary
 Select a file to Upload
 Caution: The total size of each file must be less than 30 mb.

Browse... Please select a File Type. File Comment: Upload

Uploaded Files

File Name	File Type	File Com	Actions
DCARC_Portal_Registration_Instructions.pdf	CWBS Dictionary		

Back Next **Note: If you want to validate a 1921, 1921-1 or 1921-2 document, you must upload an xls, xlsx, or xml file. After all the required files are attached, you may press 'Next' to continue.**

- To upload a CWBS Dictionary or Software Report (SRDR), select “Browse” to locate the report, select the correct “File Type”, and click “Upload”
- Click “Next” to continue



Step 3: Validation

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Upload Submission

[Back](#) | [Cancel Submission](#) Step 3 of 5

Instructions
Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data" and identify the data set in "Name Data Set", then select "Validate"

Prog: Demo Program	Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor	Sub:

[Submission Info](#) | [Files](#) | **[Validation](#)** | [Review & Submit](#)

[Delete All Reports](#) | [Export Table to Excel](#)

Working Files
There are no working files for this submission

[Back](#) | [Next](#) Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data" and identify the data set in "Name Data Set", then select

Click "Next" to
continue

- Submitters are not required to validate CWBS Dictionaries or Software Reports (SRDRs)
- Click "Next" to continue



Step 5: Review and Submit

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Upload Submission

[Back](#) | [Cancel Submission](#) **Step 5 of 5**

Instructions
Review the Uploaded Files and Submission Warnings. Select "Back" to make corrections or "Submit" to complete this submission.

Prog: Demo Program Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor Sub:

Submission Info Files Validation **Review & Submit**

Contract Information

Contract Summary			
Program Name:	Demo Program	Program URI:	
Contract Number:	A99XYZ-08-B-1234	Contractor Name:	Demo Contractor
Sub Contract Number:		Sub Contractor Name:	
Military Handbook:	SPACE	Service:	DOD
Weapon System Type:	Space Explorer	Contract Type:	FFP
Program Manager:	Demo PM	Contractor Division:	Space Systems
Sub Contractor Division:		Prime/Sub:	Prime

Submission Event
Plan Number: A-09-F-C1
Selected Event: Initial CWBS Submission
Expected Files: CWBS Mapping, CWBS Dictionary
Expected As Of Date: 5/30/2014
Expected Submission Date: 7/10/2014

Submission Details
As Of Date: 5/30/2014
Comment:

Point of Contact Information
Name: Test CSDRSubmitter
Phone: Lorem Ipsum
Fax:
Email: testCSDRSubmitter@local.local

Uploaded Files

File Name
20140509 XML Implementation Me
DCARC_Portal_Registration_Instru

Submission Warnings (Not including)
All required files are present.

[Back](#) [Submit](#) Review the Uploaded Files and Submission Warnings. Select "Back" to make corrections or "Submit" to complete this submission.

- Once the required documents have been uploaded, click "Submit" to finalize the submission
- The Submitter will receive an automatic email from the system as soon as their reports have been submitted

Click "Submit" to
finalize the submission



Viewing CSDR Plans



Viewing CSDR Plans

CSDR CAPE

- To access the CSDR plans the DCARC has on file for your contracts you must access the Contract Detail screen for each contract.
- You can access the Contract Detail screen by clicking on the contract number hyperlink on the “Assigned Contracts” tab on the Upload Home page:

Knowledge Portal DCARC CAPE

PORTAL HOME **CSDR-SR HOME** **UPLOAD HOME** **CONTACT US**

Upload Home
 (** CSDR-SR Data Only, No EVM Data **)

Submission Events **Assigned Contracts** **Submission History** **Contract Request**

Currently Assigned Contracts

Prime Contract Number	Plan	Program	Contract Manager	Contract Sub	Contract Division
A99XYZ-08-B-1234	A-09-F-C1	Demo Program	Demo PM	Prime: Demo Contractor Sub:	Prime: Space Systems Sub:
A99XYZ-12-X-1234	X-12-Y-C1	Pequod Whaleship	J Kirchhoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:

Click on the Prime Contract Number to view the Contract Details



Viewing CSDR Plans

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- From the Contract Detail screen select the “Contract Tasks/Plans” tab:

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Contract Detail

Prog: Demo Program | Ctr#: A99XYZ-08-B-1234
 Ctr: Demo Contractor | Sub:

[Contract Summary](#) | [Reviewers & Submitters](#) | **[Contract Tasks/Plans](#)** | [Submission Events](#) | [Received Submissions](#)

Contract Tasks/Plans

Contract Task	Plan Number	Phase	Model	Effort	Contract Plans
Testt	A-09-F-C1	DEV	asdf	asdf	View

Click on the “Contract Tasks/Plans” tab



Viewing CSDR Plans

CSDR CAFE

- Selecting “View” will allow you to access both the XML and Excel version of the CSDR plans that are currently on file:

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Contract Detail

Prog: Demo Program	Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor	Sub:

Contract Summary | Reviewers & Submitters | **Contract Tasks/Plans**

Contract Tasks/Plans

Contract Task	Plan Number	Phase	Model	Effort	Contract Plans
Testt	A-09-F-C1	DEV	asdf	asdf	View

Click “View” to download the XML and Excel versions of the approved CSDR Plan



Viewing CSDR Plans

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- The Excel and XML versions of the approved CSDR Plan can also be viewed and downloaded during Step 3 of the submission process:

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PORTAL HOME CSDR-SR HOME UPLOAD HOME CONTACT US

Upload Submission

[Back](#) [Cancel Submission](#)

Instructions
Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data", then select "Validate" to check the submission.

Prog: Demo Program Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor Sub:

Submission Info Files **Validation**

Your data report should be generated shortly. Thank you for your submission.

Select Validation Options

1921 Demo 1921.1921.xml
1921-1 Demo 1921-1.1921_1.xml
1921-2 Demo 1921-2.1921_2.xml

Contract Plan Number A-09-F-C1

☒ Group Reports & View Data Name Data Set: Initial Report

Submission Event Number: 2
Submission Event Name: Initial Report
Assigned Plan Number (xml): [A-09-F-C1](#)
Assigned Plan Number (xls):

[Delete All Reports](#) [Export Table to Excel](#)

Working Files

	File Name	File Type	Created Date	User	1921 Count	1921-1 Count	1921-2 Count	
	XMLValidationResults_Combined_1921_&_1921-1_&_1921-2.xls	Validation Results	7/18/2014 6:35:39 AM	testCSDRSubmitter	1	3	2	

[Back](#) Select the required 1921, 1921-1, and 1921-2 reports, check "Group Reports & View Data" and identify the data set in "Name Data Set", then select "Validate" to check the submission.

Click on the Plan Number to view/download the Excel and XML versions of the plan